

Anna Simms

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Personal Statement

A passionate and creative cook with 5 years experiences working within the restaurant business. I am motivated to contribute my culinary expertise in preparing outstanding and commendable dishes to provide customers with a world-class dining experience.

Skills

- Communication - reflected through working in a busy kitchen environment where requiring the giving and receiving of clear instructions was essential to providing quality food.
- Teamwork - Seven years' experience immersed in team sports and within the hospitality industry working alongside teams of up to 20 staff to provide patron orders efficiently when catering for large events.
- Time Management - ability to work under pressure with deadlines relating to limited set-up time, serving food and beverage, packing and cleaning.
- Customer Service – four years' experience gained in both a fast-paced hospitality industry and the service industry.
- Strong work ethic - often commended by managers and colleagues serving up to 1000-2000 customers during event breaks at Forsyth Barr Stadium.

Education Summary

New Zealand Certificate in Cookery L4	2019
Otago Polytechnic	expected
New Zealand Certificate in Cookery L3	2018
Otago Polytechnic	
Food Handling Certificate 167	2017

Practical Course Experience

Manaaki Restaurant, Otago Polytechnic 2018 -current

- Prepped and prepared at various cook stations based on class rotation
- Worked in all stations to facilitate food order including baking, salad prep, pizza prep, char grill, flat grill, saucier, dining room assistant, and expediter

- Closed and cleaned workstations to ensure they are sanitised and prepared for the next day.

Work History

Cook: Jades Restaurant, Dunedin

2017-current

- Prepare all restaurant menu items: sandwiches, wraps, salads, pasta, pizza, etc.
- Responsible for inventory and order control.
- Create, plan and cook all daily specials.
- Created a custom designed menu for private clients and for special occasions and implemented a catering system.

Chef's Assistant: No 2 Tarmac, Auckland

2016

- Setting up tables, plates and glasses for parties, cooking and serving at two locations, prepping roast, sauce, meats, fish and vegetables, and baking desserts.
- Special skills gained: Gourmet cooking, healthy and nutritional cooking, cooking basic and convenience foods, baking with and without mixes, preparing soups, sauces and stocks, meat cutting, and butchery.
- Helped develop menus, maintain food inventory, and prep for large scale cooking.

Cashier/Cafe Assistant: Oaks Café, Auckland

2015

- Part-time position as cashier and cafe manager.
- Performed opening and closing duties.
- Assisted customers while operating the cash register and making accurate change in a fast-paced setting.
- Other responsibilities included: Receiving deliveries and stocking items, ordering all kitchen supplies, cooking soups that reflected seasonal menu changes, preparing the daily menu and training new employees.
- Constantly ensured that beverage counter was stocked and took orders by phone.
- Created custom-designed menus on the daily board.

Referees

Jane Doe

Manager: Jades Restaurant

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Tiffany Jane

Head Chef: No 2 Tarmac

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